

# ***Parliamentary Procedure***

## **Lorraine Missling Award**

**Refer to Event Notables in appendices**

### **Team Event**

**Performance Event with Judge Q & A**

#### **Regulations**

- *Refer to National Competitive Event Guidelines for description and procedures.*

#### **Eligibility**

- Each local chapter may enter one (1) team.
- A team at the RLC and SLC consists of four (4) or five (5) persons—each will serve in a role as president, vice president, secretary, treasurer or an additional member.
- No more than two (2) team members may have competed in this event at a NLC or have competed more than two (2) years at the national level.
- Between the RLC and SLC, in the case of an unforeseen situation, up to two (2) team members may be substituted with the approval of the State Office. Failure to discuss this change with the State Office could result in team disqualification.
- A chapter can only register the same number of team members for the SLC as registered at the RLC.
- If a student has competed at the NLC in this event, they may not then compete in the Introduction to Parliamentary Procedure event.
- A member may enter only one individual or team event and one chapter event. Who's Who in FBLA does not count as an event.
- The state parliamentarian will be the individual who has one or more years remaining in FBLA, scores highest on the parliamentary procedure written objective test and has indicated a willingness to serve by checking the interest box found on the online conference registration form. In addition, the state parliamentarian will fill out the following forms: the state officer code of conduct and the officer worksheet. These forms will be due to the State Office by **the first Wednesday in March** of the current year.
- Selection of the national parliamentarian is made from those team members or eligible state candidates who score highest on the national parliamentary procedures exam and who meet all other appropriate criteria. Refer to the *National Officer Candidate Guide* for specific candidate requirements and procedures.

## Parliamentary Procedure – Continued

### Administration of Events

RLC	SLC
Objective test taken individually and averaged to determine team scores.	Preliminary round will consist of an objective test taken individually and averaged to determine team score.
Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for this event.	Students must provide their own non-graphing calculators for this event. Cell phone and PDA calculators are not allowed. Number 2 pencils are required for this event.
	Top 8 teams will participate in a 9-11 minute performance by the team in a final round
	Performance teams will be sequestered. Failure of participants to arrive in sequestered area by the time the first performance begins will result in disqualification.
	Performances open to conference delegates except participants performing in this event.
	No recording equipment or photographs are allowed during performance.
	During performance the secretary will take notes, but the notes will <b>NOT</b> be transcribed into minutes.
Top THREE finishers advance to SLC competition.	Top THREE finishers advance to NLC competition.

### Performance Event with Judge Q & A

- Twenty (20) minutes before the performance, each team will receive the case study.
- The team may use the preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not during the performance itself. The following items may be taken into the preparation room and may be used in the performance room: a copy of the problem for each team member (given in the preparation room), the treasurer's report and a copy of the minutes from a preceding meeting. Participants are not to write on the copy of the problem.
- Performances must include presentation of procedures that are used in a complete regular meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the case must be included in the appropriate order of business, but other items should also be taken up during the meeting. During the performance the secretary will take notes, but the notes will not be transcribed into minutes.

**No reference materials, visual aids or electronic devices may be brought to or used during the performance.**

**Teams will have nine to eleven (9-11) minutes to present the case to describe the program. A timekeeper will stand at eight (8) minutes and again at eleven (11) minutes. When the presentation is finished, the timekeeper will record the time used, noting a deduction of five (5) points for any time over eleven minutes and 29 seconds (11:29).**

## **Parliamentary Procedure – Continued**

### **Judging**

- Ties will be broken based on the order in which the objective test was turned in.
- The rating sheet(s) the judges will use are found in the Wisconsin Competitive Event Guidelines.
- Final rank is determined by weighing 20 percent team test score and 80 percent team performance score.
- All decisions will be based on *Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition*.
- All decisions of the judges are final.

### **Helpful References**

*Parliamentary Practice - An Introduction to Parliamentary Law*, by General Henry M. Robert, Irvington Publishers, New York. (Contains drills for instructional purposes).

*Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition*, by General Henry M. Robert, Scott, Foresman and Company, Glenview Illinois.

*Points on Parliamentary Procedure*, by National Association of Parliamentarians, 1990.



# FBLA PARLIAMENTARY PROCEDURE Performance Rating Sheet

*Motions: Deduct one (1) point for each mistake in each classification.*

		Value	Score
<b>Motions Classification</b>	<b>Comments</b>		
Main		6	
Subsidiary		6	
Privileged		6	
Incidental		6	
Bring Again		6	
<b>Motions Performance Subtotal</b>			
<b>Business of the Meeting</b>			
Problem quality (concise, complete, clear, germane)		15	
Directions followed		5	
Other business quality		10	
<b>Business of the Meeting Performance Subtotal</b>			
<b>General Parliamentary Procedure</b>			
Proper order of business		10	
Proper use of parliamentary terms		10	
Clarity of expression and voice projection		5	
Impartiality of presiding official		5	
Initiative of members		5	
Poise, dignity, and appearance		5	
<b>General Parliamentary Procedure Performance Subtotal</b>			
<b>Subtotal</b>		<b>/100 max.</b>	
<b>Time Penalty</b> Deduct one (1) point per full half minute under 8:31 minutes or over 11:29 minutes. Time: _____			
<b>Penalty</b> Deduct five (5) points for failure to follow directions			
<b>Dress Code Penalty</b> Deduct five (5) points when dress code is not followed.			
<b>Final Score</b>		<b>/100 max.</b>	
<b>Objective Test Score</b> (To be used in the event of a tie.)			

Name(s): \_\_\_\_\_

School: \_\_\_\_\_ State: \_\_\_\_\_

Judge's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Judge's  
Comments: \_\_\_\_\_